

**Sole Source Justification Form  
Part I**

Requesting Agency/University: Capital Development Board  
Name of Requestor: James Cockrell  
Project Title: 630-006-004 Connect to City Water/Sewer  
Vendor: Spaceco Inc. #59024810  
Value of Initial Term, or if a Renewal, Value of this Renewal: \$ 8,193.00

Date: 6/14/2012 Bulletin or Reference Number:  
Department/Bureau/Section: Capital Planning,

Value is: ☒ Actual ☐ Estimated

**Term**

- ☒ One-Time Purchase  
☐ Term Contract

Proposed Sole Source Contract Begin Date: 7/1/2012

Proposed Sole Source Contract End Date: 12/31/2012

**Renewals**

# of Potential/Remaining Renewals: N/A

Length of Each Renewal in Months:

Total Value of All/Remaining Renewals: \$

- This is a: ☐ New Sole Source ☐ Change Order or Amendment to an Existing Sole Source  
☒ New Sole Economically Feasible Source ☐ Extension or Continuation of Vendor Responsibilities to an Existing Contract  
☐ Pre-Negotiated Sole Source Renewal

Professional and Artistic? ☐ Yes ☒ No Sole Source may not be used for amendments for Professional or Artistic Services if the amendment would increase the value by more than 5% of the initial award or extend the term by more than 60 days.

Provide a description of the supplies or services required: A/E services and continuation of warranty, insurance, and other liability requirements or considerations established in the prior contract. The CDB project manager inadvertently allowed the contract to expire prior to completion of job.

**Funding**

Select the type of funding to be used:

- ☐ Federal Funds ☒ State Appropriated Funds ☐ State Grant Funds ☐ Other (Explain):

This purchase is economically only available from a single source because it is:

- ☐ Art or Entertainment Services or Athletic Events  
☐ Compatibility of Equipment, Accessories, Replacement Parts or Service  
☐ Critical Changes to the Existing Contract Are Necessary and Best Accomplished by the Contract Holder  
☐ Federal/State Grant Requires Contract with Vendor  
☐ Item is Copyrighted or Patented and the Item is Only Available From the Holder – Copyright or Patent Number(s):  
☐ Item is to be Procured for Commercial Resale  
☐ Items Are Needed for Trial Use or Testing  
☐ Media for Advertising  
☐ Necessary Adjustment of Utility Facilities in Conjunction with Highway Construction  
☐ Organization Memberships (Dues, Fees, Conference Charges Including Mandated Travel and Related Expenses)  
☐ Public Utility Regulated Services  
☐ Radio and Television Broadcast Rights  
☐ Railroad Crossings/Facilities Alterations – Proprietary  
☐ Software License/Upgrade/Maintenance  
☒ Other (Explain): Vendor will complete remaining work from an expired contract and retain warranty, insurance and liability considerations from the previous contract.

Has the Agency or University purchased these supplies/services in the past? ☐ Yes ☒ No

If yes, STARTING WITH THE MOST RECENT CONTRACT AND WORKING BACKWARD, for the entire relationship with this vendor for this supply or service, list each term, value, short description and type of procurement of each:

Term:	Term From:	Term To:	Value	Description:	Type:
One	7/21/2009	2/1/2011	\$ 36700	Architect/Engineering Service	Competitively Bid
Two			\$		Select One
Three			\$		Select One
Four			\$		Select One
Five			\$		Select One
Six			\$		Select One
Seven			\$		Select One
Eight			\$		Select One
Nine			\$		Select One
Ten			\$		Select One


If more than 10 years, explain:

## Business Rationale

1. Provide a detailed explanation of the need for the supplies or services: Design services required for construction at Elk Grove Maintenance Storage Facility. Contract was allowed to expire inadvertently. Project manager did not realize this occurred. Project is 99% complete.
2. Why are the requested supplies or services the only one that can satisfy your requirements? This Architect/Engineering (A/E) firm was competitively selected. They have completed much of the design work for this project. An A/E firm is required by law to stamp their seal on the plans. The design work must be completed under a licensed architect and the firm then would affix their seal. If a new firm is brought in to finish the work, they could not use the existing work because it was not approved under their supervision. The new A/E firm would be required to certify all the work and calculations, then affix their seal. This would repeat work already completed. Also, to obtain liability insurance for this type of work, if you could obtain it, would be very costly.
3. What are the unique features of the supplies or services that are not available in any other product or by any other vendor? Provide specific, quantifiable factors/qualifications: Project is 99% complete. A/E of record for this project and facility, their seal and stamp on documents issued for bid.
4. If services, what are the unique qualifications this vendor possesses? Provide specific, measurable factors/qualifications: A/E of record for this project and facility, their seal and stamp on documents issued for bid. To obtain a new firm to complete this work would be cost prohibitive and burdensome to the state.
5. Were alternative supplies or services evaluated? ☒ Yes ☐ No
  - 5a. If yes, what were they and why were they unacceptable? Please be specific with regard to features, characteristics, requirements, capabilities and compatibility: The architect of record has cardinal knowledge of project and familiar with site conditions.
  - 5b. If no, why were alternatives not evaluated?
6. What efforts were made to get the best possible price? CDB has a centralized A/E fee handbook that governs contract negotiations.
7. Will this purchase obligate the State to this vendor for future purchases such as maintenance, licensing or continuing need? ☐ Yes ☒ No
  - 7a. If yes, please provide details regarding future obligations and/or needs:
8. Why is the price for this purchase considered to be fair and reasonable? CDB has an approved centralized fee negotiation process which was utilized for negotiation of the agreed upon fee.
9. If this is a renewal, describe why circumstances are such that competitive selection is still not an alternative since awarding the original contract: NO
10. What will be the financial or other impact to the State if this sole source is not approved and a competitive bid is required? The state of Illinois will incur the additional cost of new firm to re-do work already paid for causing increased financial burden to the state

## Agency Representative Signature Required


I know and understand the contents of this Sole Source Justification and attest that all statements are true and correct.

  
\_\_\_\_\_  
Agency Representative Signature  
(217) 558-4263  
\_\_\_\_\_  
Agency Representative Telephone Number

James Cockrell  
\_\_\_\_\_  
Printed Name  
James.Cockrell@illinois.gov  
\_\_\_\_\_  
Agency Representative Email Address

6/14/12  
\_\_\_\_\_  
Date

## SPO Approval and Signature Required

  
\_\_\_\_\_  
SPO Signature  
(217) 558-2185  
\_\_\_\_\_  
SPO Telephone Number

Christopher Flynn  
\_\_\_\_\_  
Printed Name  
Christopher.Flynn@illinois.gov  
\_\_\_\_\_  
SPO Email Address

6/14/2012  
\_\_\_\_\_  
Date